

MAJOR SUBDIVISION APPLICATION PROCEDURE

Subdivisions are presented and approved by the White County Area Plan Commission.

The following is a general overview of the procedure to follow in order to apply for a Subdivision. If you require more detailed information you may wish to purchase a copy of the White County Zoning Ordinance or access it at www.whitecountyindiana.us, click on Co. Departments, then Area Plan. The subdivision procedure will take a minimum of two months from the time application is made until a final decision is reached. We strongly suggest you bring your documentation into the Area Plan office for review with the staff prior to completing your application.

PRIMARY APPLICATION

1. Application for a Primary approval of a Subdivision must be filed with the Area Plan Department by designated cutoff dates. The application must be completed and signed by the owner(s), or an authorized agent (agent must possess a notarized letter of authorization from the property owner of record) of the owner(s), before a notary and accompanied by:
 - 1 copy of deed showing ownership and legal description of property
 - 1 copy of the Property Record Card for the parcel from the Assessor's Office
 - 1 copy of the Primary Plat
 - 1 copy of the Surveyor's Report
 - 1 copy of the Restrictions
 - Names and Addresses of Adjoining Property Owners
 - 1 copy of the Estimate of Cost for Improvements (if any)

Any other requirements as outlined in the White County Subdivision Control Ordinance Section 3.2.2 or any items deemed necessary by the Area Plan office.
2. Upon submission of a complete application and appropriate documentation and fees, Area Plan staff will review submitted information and schedule a meeting with the applicant & Technical Review Committee.
3. The Technical Review Committee will supply comments to the applicant at the time of review followed by a written submission of those comments by the Area Plan office staff.
4. The applicant shall respond to the Technical Review Committee's comments and make any necessary changes or corrections. The applicant will submit to the Area Plan office the final subdivision plat in accordance with the cut-off & meeting date schedule for the APC.
5. The Area Plan Office will publish a legal ad one time in the local newspaper at least 10 days prior to the hearing.
6. The Area Plan Office will give notice of the request to adjoining property owners by mail at least ten (10) days prior to the hearing.
7. The Area Plan Commission will meet to review the request. The applicant must be represented at the meeting to answer questions.

8. The Area Plan Commission may, if necessary, following primary review, require that a bond be posted by the applicant, which shall: be in an amount determined by the Area Plan Commission to be sufficient to complete the improvements and installations in compliance with this ordinance; be with surety satisfactory to the Area Plan Commission; and, specify the time for the completion of the improvements and installations.

Expiration and Extension of Primary Plat

An approved preliminary plat shall expire five (5) years from the date in which it was approved. The applicant may request an extension by the Area Plan Commission at a public hearing held during a regularly scheduled Area Plan Commission meeting. An extension shall not be granted if the proposed subdivision does not comply with the existing standards in effect at that time.

SECONDARY APPLICATION

1. Application for a Secondary approval of a Subdivision must be filed with the Area Plan Department by designated cutoff dates. The application must be completed and signed before a notary and accompanied by:
 - 1 Final Plat (as outlined in Section 3.3.2 of the White County Subdivision Control Ordinance)
 - 1 copy of the Drainage Approval
 - 1 copy of the Soil Tests (if using a septic system)
 - 1 copy of Restrictions and Covenants
2. Upon submission of appropriate documentation, Area Plan staff will schedule the applicant for a secondary hearing with the Area Plan Commission in accordance with the cut-off and meeting dates of the APC.
3. The Area Plan office will schedule a meeting with the applicant and the Technical Review Committee within ten (10) days of the application submission date and members shall submit written comments to the applicant at the time of review. The applicant shall respond to the Technical Review Committee's comments a minimum of ten (10) days prior to the scheduled date of the secondary hearing.
4. The Area Plan Commission will meet to review the request. The applicant must be represented at the meeting to answer questions.

AFTER FINAL PLAT IS APPROVED:

1. The applicant shall file with the Executive Director a mylar original of the secondary plat in recordable form and in compliance with the requirements of the White County Recorder to be signed by the President and Secretary of the Area Plan Commission.
2. The applicant must file the approved secondary plat with the White County Recorder's office within sixty (60) days of the date that the plat is signed by the President and Secretary of the Area Plan Commission. Failure to record the plat within sixty (60) days shall result in an expiration of the secondary approval. The applicant shall provide two copies of the recorded plat to the Area Plan office.

Minor subdivisions are subject to a one-step approval process. If an applicant is seeking approval for a subdivision of three lots or less that does not involve the construction of any new street or road, or the imposition of any adverse effect upon the use of the remainder of the land or adjacent property as determined by the Commission, and the activity does not conflict with either a provision or portion of the Comprehensive Plan, the Official Zoning Map, or the Zoning Ordinance, approval of the minor subdivision plat may be given by the Area Plan Commission at a single meeting. The applicant shall provide to the APC all information required for both primary and secondary approval prior to the cut-off date of the scheduled hearing.

Cost for filing a Subdivision Application:

1 to 20 lots.....	\$75.00 per lot w/minimum of \$300.00
Every additional lot over 20.....	\$50.00 per lot

Please be advised: Drainage board approval is required for all minor and major subdivisions. Please stop by the White County Surveyor’s Office to schedule your hearing.

06/05/2017

Application # _____

Receipt # _____

APPLICATION FOR PRIMARY APPROVAL OF SUBDIVISION PLAT

Date Application received by Area Plan Commission _____

Name of Applicant _____

Address _____ Phone _____

I (we) do hereby apply for primary approval of the following described subdivision in accordance with the provisions of the Comprehensive Plan of White County. I (we) am (are) the owner (owners) of the real estate included in said subdivision.

Name of Subdivision _____

Civil Township _____ Section _____ Township _____ Range _____

Dimensions of the subdivision:

Area (in acres) _____ Number of Lots _____

Miles (to hundredths) of new streets to be dedicated to the public:

Full width _____ Half width _____

Name of Registered Land Surveyor preparing plat of subdivision:

Address: _____ Phone: _____

The undersigned, having been duly sworn on oath states the above information is true and correct as he is informed and believes.

Signature of Applicant: _____

State of Indiana)
County of White) SS:

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public

My commission expires: _____

Administrative Officer's Record:

Fee of \$ _____ received from applicant, Date _____, 20__.

Date of Public Hearing before Area Plan Commission: _____ Action: _____

Application # _____

Receipt # _____

APPLICATION FOR SECONDARY APPROVAL OF SUBDIVISION PLAT

Name of Applicant _____

Address _____ Phone _____

I (we) do hereby apply for secondary approval of the following described subdivision in accordance with the provisions of the Comprehensive Plan of White County. I (we) am (are) the owner (owners) of the real estate included in said subdivision.

Name of Subdivision: _____

Legal Description of subdivision boundaries if different from primary plat. (Submit on separate sheet and attach hereto.)

Dimensions of the subdivision:

Area (in acres) _____ Number of Lots _____

Miles (to hundredths) of new streets to be dedicated to the public:

Full width _____ (miles) Half width _____ (miles)

Name of Registered Land Surveyor preparing plat: _____

Address: _____ Phone: _____

The undersigned, having been duly sworn on oath, states the above information is true and correct as he is informed and believes.

Signature of Applicant: _____

State of Indiana)
County of White) SS:

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My commission expires: _____

